

THE FOLLOWING GREENWOOD COMMON COUNCIL ORDINANCE WILL BE INTRODUCED AT THE MAY 21, 2007, MEETING, WITH FIRST READING AT THE JUNE 4, 2007, MEETING, AND SECOND READING AT THE JUNE 18, 2007, MEETING. **PLEASE NOTE THIS ORDINANCE IS SUBJECT TO AMENDMENTS BY THE COMMON COUNCIL.** IF YOU WISH TO SEE THE ADOPTED ORDINANCE PLEASE CONTACT THE CLERK-TREASURER OFFICE AT (317) 888-2100 OR VIA E-MAIL AT CLERK@GREENWOOD.IN.GOV FOR AN EXECUTED COPY AFTER THE SECOND READING.

GREENWOOD COMMON COUNCIL

ORDINANCE NO. 07-13

**AN ORDINANCE ESTABLISHING A POLICY REGARDING USE OF
CITY CREDIT CARDS**

WHEREAS, I.C. §36-1-3-6 grants municipalities the power to operate and govern local affairs by adopting ordinances prescribing the specific manner in which said power is to be exercised; and

WHEREAS, the State Board of Accounts recommends the adoption of a business credit card use policy; and

WHEREAS, it has been determined that it is in the best interest of the efficient operation of the fiscal affairs of the City of Greenwood to adopt an ordinance that establishes a policy regarding the issuance, use and payment of bills related to business credit card use by City employees,

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF GREENWOOD, INDIANA, THAT:

Section 1. The Mayor, Clerk-Treasurer, City Court Judge, and City Department Heads are authorized to make application for and secure one or more business credit cards in the name of the City for their use and for use by properly authorized City employees to carry out the business of the City, subject to the following restrictions:

- A. The Clerk-Treasurer may pay a reasonable annual fee for the credit cards if to do so is determined to be in the City's best interests.
- B. The City shall obtain business credit cards from only one credit card company;
- C. Business credit cards so issued shall have a maximum limit of \$2,500;
- D. Charges on the credit card shall be limited to purchase supplies, materials, items, services, or travel expenses for City purposes which are included and authorized in the budget of the City. Personal use of business credit cards for private or non-City purchases is prohibited;
- E. Within seventy-two (72) hours of use, charge card receipts shall be properly itemized and documented in accordance with I.C. 5-11-10 and submitted to the Clerk-Treasurer for processing before being approved and paid. The charge card account will be paid in full every billing cycle. The Clerk-Treasurer shall pay or challenge the credit card invoices promptly so that no improper charges, interest, carrying charges or penalties will be incurred.
- F. Improperly itemized or documented items and late receipt filings, as well as all interest, carrying charges or penalties shall be the personal responsibility of the individual user.

- G. Appropriate discipline shall be taken by the City against any credit card user who improperly uses a City credit card.
- H. The Public Official or Department Head shall maintain a record of the names of individual employees using the credit cards, the date of issuance, the date of return, and purpose of use. When not in use, the credit cards shall be secured in the office of the appropriate Public Official or Department Head.

Section 2. The sections, paragraphs, sentences, clauses, phrases and words of this Ordinance are separable, and if any word, phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional, invalid or unenforceable by the valid judgment or decree of a Court of competent jurisdiction, such unconstitutionality, invalidity or unenforceability shall not affect any of the remaining words, phrases, clauses, sentences paragraphs and sections of this Ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

Passed by the Common Council of the City of Greenwood, Indiana, this ____ day of _____, 2007.

Keith Hardin, President
Greenwood Common Council

FOR:

AGAINST:

ATTEST:

Jeannine Myers, Clerk-Treasurer

The foregoing within and attached Ordinance passed by the Common Council of the City of Greenwood, Indiana, on the ____ day of _____, 2007, is presented by me this ____ day of _____, 2007, at _____ o'clock ____ m., to the Mayor of the City of Greenwood, Indiana.

Jeannine Myers, Clerk-Treasurer

The foregoing within and attached Ordinance passed by the Common Council of the City of Greenwood, Indiana, on the ____ day of _____, 2007, is signed and approved by me this ____ day of _____, 200__, at _____ o'clock ____ m.

CHARLES E. HENDERSON, Mayor of
the City of Greenwood, Indiana